

Chelsea Circle Townhome Owners' Association

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Board Meeting Minutes

September 17, 2014

The CPTOA Board of Directors met on Tuesday, September 17, 2014, at the Winfield Public Library Meeting Room. Board members present were Carl Holtz, Betty Weinstein and Rob Hepburn, with Paul Hanson, Don Fink, George McNeil and Ellen Curtin also attending. President Holtz called the meeting to order at 1:01 pm.

Approval of August Minutes –

Motion made by Paul and seconded by Betty to approve the minutes of the CPTOA August 12, 2014 meeting. Motion passed unanimously.

Business Discussed

1. Write off Unit 670 former owner's uncollected debt -
 - a. Most of the back dues owed by the former owner of unit 670 have been collected. A balance of \$1838.23 remains.
 - b. **A motion was made by Betty and seconded by Paul to write off the \$1838.38 as uncollectable. The motion passed unanimously.**
2. Unit 673 outside electrical box - Ellen will inform the owner of Unit 673 that he is responsible for getting the electrical box reattached to the wall.
3. Final Painting Walkthrough -
 - a. Carl and Ellen completed the final walkthrough of the buildings painted this summer last Saturday, September 14. They found the painting to be completed and ok. They did find a hole by the soffit of one of the units that might lead to an animal infestation. It is being investigated.
 - b. Various other problems were also discussed.
 - 1) Rob mentioned that the repairs to be made on one of his windows was not done during the painting.
 - 2) Don Fink's shared that one of his windows was not done properly and his chimney chase needs repair.
 - 3) Several members agreed that a number of units are in need, or soon will be, of window replacement. **If all the homeowners needing to replace windows approach vendors as a group that a better price could be obtained. It was suggested that we notify everyone about this issue in the announcement for the December all members meeting.**
4. Homeowners renting their units - The Board is requesting that Ellen provide a list of homeowners who are currently renting their units.
5. Getting homeowners concerns - Several members of the board thought it might be a good idea to develop a plan to have each board member meet privately with about 8 other unit owners to discuss what their expectations are of the Chelsea Place Townhome Owners association. This could be helpful in the success of our association. The idea was tabled for future discussion.
6. Treasurer's Report - (*John remains on assignment with FEMA. Carl read the report.*)
 - a. **Motion made by Paul and seconded by Betty to approve the September, 2014 Treasurer's Report. Passed unanimously. A copy is attached.**
 - b. Extra comments via email regarding the report shared by Ellen and Carl are also attached.
7. Reserve Study - Ellen is going to get three bids for the Reserve Study requested by the Board. That will hopefully be available early in 2015.

8. Landscaping special assessment suggested - Paul, Architectural Committee Chairman, suggested that a special one time small assessment would allow some landscaping to be done. After further discussion **the Board leaned more toward not doing a special assessment but including the costs in our regular budget.**

9. Landscaping Committee Report - Paul Hansen

a. Caroline Meloon, Unit 234, would like to have some landscaping work done in the back of her unit. She shared a proposal with Paul to get some brick work and landscaping completed which she would pay for. Paul advised her on the proper procedure to get approval.

b. Discussion of Manchester, our current lawn service -

- 1) Paul recommends that we stick with Manchester because he believes they had a bad start but are getting things together.
- 2) Carl mentioned he has had a lot of complaints which was echoed by other board members.
- 3) Paul stated that we need specific expectations included in the new contract with whomever we use.
- 4) Manchester still has to finish off the stumps of three ash trees that were removed in order to complete that job.
- 5) Don mentioned that Andreu Tree Service also does landscaping and might be considered for next year. They have done a good job on projects for us in the past.
- 6) George McNeil went through a brief history of our relationship with Manchester over the past two years. 2013 was great but 2014 was terrible. Manchester changed ownership and that has not proved to be satisfactory for us. He urged us to change landscapers.
- 7) **The board agreed to drop Manchester and get a new landscaper for 2015. We would like to get a one year contract in order to evaluate the kind of work done by any new landscaper.**
- 8) **Paul suggested that Ellen should talk to Manchester about how unhappy we are and let them know what needs to be done. If they are not willing to do the work we should get a discount.**

10. Driveways –

a. The following repairs/replacements were presented by Carl based on the bid from Isadore Inc. Concrete:

- 1) Unit 698 - urgent need of replacement - \$4,279.00
- 2) Unit 663 - replace 1st two squares - \$1,499.00
- 3) Unit 661 - replace 1st two squares - \$1715.00
- 4) Unit 234 - replace 1st two squares - \$1627.00
- 5) Unit 668 - mud jack to see how effective - ?

b. **A motion to allocate \$8,000.00 for driveway repairs was made by Carl and seconded by Betty. It passed unanimously.** Raising comes out of the operating budget while replacement comes out of our reserves.

c. While discussing the driveway repairs Ellen pointed out that the bylaws state **the sidewalks in the front of each unit from the stoop to the driveway is the homeowners responsibility. Our new Responsibility Matrix will have to be revised to reflect this.**

11. Get well card to Joyce Toerpe (Unit 678) - George McNeil suggested we send a card to Joyce Toerpe to encourage her as she deals with serious health issues. The secretary will do so.

12. Damaged gutter at Unit 677 (rental) - Don gave Ellen a repair bill for damages done by the renters dog at Unit 667. **Ellen advised that we give the bill to the owner of Unit 667 and make this a back charge.**

13. Budget concerns –

- a. We will need to finalize our 2015 budget soon to have it ready to present at the December meeting.
- b. We should be safe with the landscaping dollars allocated in the 2015 proposed budget.
- c. Ellen reminded the board to not be afraid to use the reserves when needed.
- d. Carl asked the board to study the budget to prepare for our next meeting.

Adjournment -

- At 2:52, a motion was made by Rob and seconded by Carl to adjourn. The motion passed unanimously.
- **The next Board meeting will be Tuesday, October 14, 7:00 pm at Rob's house.**

Respectfully submitted,

Rob Hepburn, Secretary